

MEMORANDUM FOR: Deputy Director (Support)

10 MAR 1958

SUBJECT: Leave Charges for 17 and 18 February 1958

1. This memorandum submits a recommendation for approval of the Deputy Director (Support). Such recommendation is contained in paragraph 6.

2. Because of severe snow and icing conditions, the White House announced that only essential workers would be required to report for duty on Monday, 17 February, and Tuesday, 18 February, and that other workers would be placed on annual leave on Monday and on administrative leave on Tuesday. CIA employees who could report on these days were expected to do so. It was also announced that on-duty employees could be administratively dismissed Monday afternoon.

3. Representative Broyhill wrote to the President requesting reconsideration of the decision to charge annual leave for absences on Monday. This request was referred to the President's Advisor on Personnel Management who called Mr. Broyhill and reaffirmed the earlier decision to charge annual leave.

4. Published rules do not specifically cover the situation but other agencies are generally following General Accounting Office practices respecting leave charges for Tuesday, 18 February. Employees who were otherwise available for duty are carried on administrative leave. Those who had previously scheduled annual leave or leave without pay for that day are continued in that status. Those whose illness Monday or Wednesday provides a basis for determining that they were not available Tuesday because of illness are carried on sick leave. Tardiness due to transportation delays during the week is excused.

5. Ordinarily, only individuals on duty at the time an early dismissal is authorized may be excused without charge to leave. However, the General Accounting Office announced a policy for its own employees authorizing administrative leave after 2:00 p.m. (the hour of administrative dismissal for GAO on 17 February) for employees who did not report for duty. A check on 7 March with the Departments of Agriculture, Commerce, Navy, and State, the Federal Bureau of Investigation, and the Internal Revenue Service shows that none of these agencies adopted the GAO policy in this regard.

6. It is recommended that Agency employees who were absent on 17 February because of snow and icing conditions be charged annual leave for the entire day or, if they have insufficient annual leave, leave without pay.

/s/ Gordon M. Stewart  
Gordon M. Stewart  
Director of Personnel

The recommendation in paragraph 6 is approved. However, in any case where an employee will be placed in a two status, arrangements should be made (on an informal basis) to allow the employee to make up the time lost if Deputy Director (Support) Date

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